

**Summary of the  
NELAC Board of Directors Teleconference  
April 18, 1997**

The Board of Directors of the National Environmental Laboratory Accreditation Committee (NELAC) convened by telephone on Friday, April 18, 1997 at 1:30 p.m. EST. The Board was led by its Chair, Dr. Eldert C. Hartwig, Jr. of the Florida Department of Health and Rehabilitative Services. A list of action items is provided in Attachment A and a list of participants is given in Attachment B.

**NOMINATING COMMITTEE REPORT**

Dr. Stephens was unable to attend the meeting but Dr. Hartwig stated that Dr. Stephens is working hard in getting nominations for the Board and that there was a need for one person presently on the Board to rotate off. Mr. Russell Wright volunteered to rotate off. Mr. Wright agreed to help identify a replacement member from the Regions.

**INCLUSION OF INDIAN TRIBES IN NELAC VOTING MEMBERSHIP**

Marlene Regelski gave a brief overview of the tribal program within EPA. At the present time there have been over 100 grants (mostly water quality) issued to different Indian tribes. Some of the tribes are starting their own monitoring laboratories. Each region has 5 to 10 people (the regions with large populations of Indians have more) working with the Indian Program. At the present time not many of the tribes are ready to have their laboratories accredited but the ones that are accredited will be their own accrediting authority. Dr. Jackson, Mr. Coopwood, Ms. Regelski and Ms. Mourrain are to meet to begin the discussions on the appropriate process for incorporating Indian Tribes into the NELAC. Ms. Regelski will furnish a training manual to the Board on how to deal with the Indian tribes. She will also furnish some brochures on the EPA Indian Program and stated that there is a Home Page on the Internet (<http://www.epagov/Indian/>) that contains accessible information. Dr. Jackson invited Mr. Regelski to meet with the Policy and Structure Committee at a future meeting.

**APPOINTMENT OF THE ACCREDITING AUTHORITY REVIEW BOARD (AARB)**

Ms. Pauline Bourchard stated that it is her belief that the AARB needs to be in place and individuals identified before the initial applications are accepted. She felt that if there were disputes in the application or review processes that the AARB needed to be ready for the appeal process. Ms. Mourrain, Ms. Bourchard and Dr. Stephens were asked to seek nominations and identify the process for setting up the AARB and report back to the Board of Director at the next meeting.

## **TRANSITION COMMITTEE REPORT**

Ms. Carol Batteron reported on the issues being dealt with by the Committee. The main issues were the timing of approval of the states as accrediting authorities and how many states were expected to initially apply. Dr. Charles Brokopp has prepared a letter of intent asking for a time frame from the states on when they intend to apply for accreditation. Dr. Brokopp will send the letter to Dr. Hartwig for signature and then will mail it out. Ms. Cross will furnish the addresses to him. At the next meeting of the Transition Committee they will discuss API's accreditation process and what they experienced during the process.

## **LETTERS TO THE GOVERNORS**

Dr. Hartwig reported on the letters that will go out to the Governors asking for confirmation of their representative. In addition, another letter to the Governors will be mailed, at the same time the letters to the legislators are mailed, explaining the background of NELAC and giving them some information along with a copy of the NCSL survey.

## **STATUS OF NCSL SURVEY**

Mr. Coopwood reported that we were able to *piggyback* on a grant already in place with NCSL, that they have submitted their proposal and it is now ready for signature. Mr. Coopwood will be managing the grant. Mr. Coopwood stated that NCSL feels they can get the information we need from the states by the time of the Annual Meeting.

## **BELINDA COLLINS REPLACEMENT**

Dr. Hartwig explained that when there is a vacancy on the Board, the Board has a responsibility to fill it for the unexpired term of that member pending approval at the next Annual Meeting. Ms. Mourrain offered to seek nominees to fill Ms. Collins' unexpired term. The Board was in agreement.

## **NATIONAL DATABASE**

Dr. Hartwig gave an overview of the National Database Committee. There are two major issues 1) developing a model for NELAC and 2) the frequency of update on the database.

## **UPDATE ON NELAC III**

Ms. Batterton reported that the brochure for the Annual Meeting will be ready on Tuesday, April 22, for review. She will mail them to Mr. Coopwood and Ms. Mourrain who, in turn, will meet with Ms. Trovato to review and comment on the brochure. Ms. Batterton is hoping to have the brochure mailed by May 8, 1997.

Ms. Mourrain gave an overview of the agenda for the Annual Meeting. She also announced that the keynote speaker would be Linda Carroll, Acting Assistant Administrator for Management in Region 6. Mr. Wright will contract Ms. Carroll to talk to her about speaking on the Regions perspectives toward NELAC.

### **EMMC POLICY COUNCIL AGENDA**

Ms. Mourrain stated that a briefing was being prepared for Mr. Fred Hansen, Deputy Administrator of EPA, who will be attending the next EMMC Policy Council meeting. Mr. Hansen is interest in finding areas where EPA is working well with the states. Ms. Mourrain also stated that she would not be requesting additional extramural dollars for the NELAC but would be requesting addition travel dollars from the programs. Mr. Wright suggested that she check with the budget people in the different programs to see if those fund are available before having Mr. Hansen request it.

### **INNOVATIONS IN AMERICAN GOVERNMENT AWARD**

Dr. Hartwig stated that the NELAC was not in the top 100 applicants for the award but felt we should enter again next year after the standards are in place and NELAC is further along in the accreditation process.

### **NISTRIP STATUS**

Ms. Mourrain gave a brief overview concerning NIST setting up a PT program for radiochemistry and an accreditation program. She stated the Office of Air & Radiation strongly supports NELAC accreditation and would not support a separate accreditation by NIST.

### **STATUS OF ASSESSOR TRAINING MANUAL**

Dr. Hartwig stated that he had spoken with Mr. Gary Bennett, Chair of the Assessor Training Committee, and that Mr. Bennett and his Committee have made comments to on four of six chapters of the manual.

### **USE OF CONTRACTORS**

Mr. Coopwood gave a brief overview of the contractor situation. He stated that he would be tracking activities for funding purposes and that anyone needing assistance must make a request directly to him. He also stated that there will be fewer contractors at the NELAC III meeting to help with facilitation. Mr. Wright suggested that we might be able to obtain help from the regions in soliciting trained facilitators. He and Mr. Coopwood will contact the Regions about sending one or two facilitators to the meeting.

## **FUNDING FOR NELAC**

Dr. Hartwig stated that these states believe that EPA has insufficient funding for the NELAC process. A discussion ensued among the state members on the best way to transmit this message to EPA. In response to a query on the availability of assessor training and Regional inspections, Ms. Mourrain stated that Cincinnati has stated that they will continue to train the inspectors and expects the Regions will continue their certifications.

## **NOMINATING FORM**

Ms. Mourrain has developed a nominating form for ELAB replacement members, which will be cited in a Federal Register Notice. She indicated that the Chairs of the different NELAC Committees are also interested in using a modified version of this form to solicit members for their Committees.

**Attachment A**

**ACTION ITEMS**  
**Board of Directors Teleconference**  
**April 18, 1997**

<b>Item No.</b>	<b>ACTION</b>	<b>Date Completed</b>
1.	Mr. Wright is to identify Regional persons to replace him on the Board of Directors.	
2.	Dr. Jackson, Mr. Coopwood, Ms. Regelski and Ms. Mourrain are to meet to discuss incorporation of the Indian Tribes in NELAC.	
3.	Ms. Regelski will furnish a training manual to the Board and will furnish brochures on the Indian Program to Mr. Coopwood.	
4.	Ms. Mourrain, Ms. Bourchard and Dr. Stepens will make nominations and identify the process for setting up the AARB.	
5.	Dr. Brokopp will mail the letters of intent to Dr. Hartwig for signature. Ms. Cross will furnish addresses to Dr. Brokopp.	
6.	Ms. Mourrain will seek nominees for replacing Dr. Collins on the Board.	
7.	Ms. Batterton will mail the NELAC III brochures to Ms. Mourrain and Mr. Coopwood for review and comment.	
8.	Mr. Wright will speak to Ms. Linda Carroll regarding the keynote address at the NELAC III meeting.	
9.	Mr. Wright and Mr. Coopwood will contract the Regions concerning their furnishing facilitators for the NELAC III meeting.	

**Attachment B**

**LIST OF PARTICIPANTS  
Board of Directors Teleconference  
April 18, 1997**

<b>Name</b>	<b>Affiliation</b>	<b>Phone Numbers</b>
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